

****JOB BID****

Section 165 Position

Finance Department

Finance Department Specialist - Payroll

DATE: December 19, 2025

POSTING DATES: December 19, 2025 through January 2, 2026

Job Summary:

The City of Elyria is currently seeking a Finance Department Specialist for Payroll to join our Finance Department. This position is primarily responsible for the processing of payroll for the city, maintaining finance records, create correspondence, work with insurance vendors, and other paperwork, act as liaison between the Finance department and department heads as necessary.

Establish proactive and effective working relationships with supervisors and employees that foster trust, confidence and mutual respect; make sound recommendations in a timely manner based on established policies, evaluating the facts and suitable courses of action; listen actively and communicate in an open and honest manner; diffuse emotionally charged situations to get others to focus on the real issues.

Maintain a thorough understanding of and adhere to the current Finance Department policies, procedures, Union contracts, rules and regulations.

Key Responsibilities:

Payroll processing:

- Oversee and manage all aspects of the City's payroll process. Ensuring bargaining contracts are adhered to regarding employees pay. Process payroll deductions including garnishments, child support, levies, pension, flexible spending and HSA contributions. Verify payroll data for accuracy and audit accuracy of timesheets.
- Adhere to any changes regarding pay that may be negotiated by the Unions and the Administration. Ensure terminated/retired employees are paid benefit time in accordance to federal and state statutes as well as bargaining contracts
- Record and track hours regarding the City's donated leave policy and annual sick and vacation conversion plan – collect forms from employees and process payment requested based on the annual conversion plan and adhering to ORC. 145.01.
- Calculate and reconcile payroll liabilities including federal, state and local taxes, and unemployment payments. Calculate pay raises, shift incentives and overtime compensation. Calculate statutory contributions like pensions. Verify calculation of employee sick, vacation, holiday and personal holiday time. Calculate and process retroactive pay increases and correctly report earnings to appropriate employee pensions and comply with federal and state laws

- Maintain deductions for tax payments, employee health and voluntary elections and submit accurate payments of such to the vendors. Maintain employee benefits abiding by federal, state and bargaining unit laws and contracts.
- Protect the confidentiality of employee payroll information.

Maintaining Records:

- Maintenance of accurate and up-to-date records of employee pay, hours worked, deductions, and tax information. Maintain employee records, including new hires, terminations, and salary changes. Collaborating with the human resources department to maintain employee data. Generating payroll reports for management.
- Update employee information during annual enrollment with changes to deductions and benefits and issue tax forms and related documentation. Assisting employees with completion of forms and documentation. Audit information for accuracy and insure it is up to date.
- Responding to employee questions and concerns about payroll. Resolving issues employees and managers may have with timesheets, paychecks and other payroll matters.

Ensure Government Compliance:

- Ensure all Federal and State regulations are met including accurate tax withholdings and compliance with federal, state, and local tax regulations and pension compliance. Complete and file state quarterly wage reports. Calculate, report and submit pension reports and payments to OPERS and OP&F

Minimum Qualifications:

Bachelor's degree in accounting/finance, business or related field, or an Associate's degree with 3-5 years of demonstrated finance generalist experience.

Knowledge of: principals, concepts and practices of finance and accounting including generally accepted accounting principles, general ledgers, accounts receivable, accounts payable, payroll (depending on assignment); knowledge of the laws and regulations governing the functions and operations of the department.

Skills/Ability: computer operations; specifically, Microsoft Office applications. Ability to: maintain highly confidential and sensitive information; establish effective work priorities through strong organizational skills; work independently in the absence of specific instruction; prepare accurate documentation and reports; utilize Excel, PowerPoint and Word; communicate effectively; develop and maintain effective working relationships.

Wage Scale:

Grade 8 – Minimum \$62,192.00 to Maximum \$87,110.40

TO APPLY:

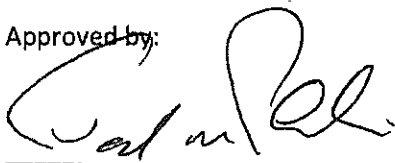
All applicants: please forward your resume and a cover letter explaining your interest in this position, why you think you are a good match, and how you think you can contribute to the City of Elyria as Finance Department Specialist for Payroll. All application materials must be received by Friday, January 2, 2026 at 3:30pm. Mail, email or deliver the materials to:

**Human Resources
Jean Yousefi
Elyria City Hall, Suite 104
131 Court Street
Elyria, Ohio 44035**

OR

jyousefi@cityofelyria.org

Approved by:

A handwritten signature in black ink, appearing to read "Ted Pileski", written over a horizontal line.

Ted Pileski, Finance Director

As an equal opportunity employer, the City of Elyria does not discriminate in its employment decisions on the basis of race, religion, color, national origin, gender, sexual orientation, gender identification, age, military status, veteran's status, genetic information, disability, ancestry, familial status, or on any other basis that would be in violation of any applicable federal, state, or local law.